City of Palm Beach Gardens

Attachment 5
Construction Site Inspection Plan and Inspection Form

Construction site inspections are conducted for land-disturbing projects which have the potential to discharge stormwater runoff into our MS4. These projects will require an infrastructure permit as set forth in the Site Plan Review Procedures. The inspector shall refer to the conditions within the infrastructure permit to govern the inspection process.

Timing

Construction site inspections are conducted:

- A preconstruction meeting shall be held before the start of construction.
- After the placement of temporary BMPs.
- During construction, inspections are schedule when the contractor calls for inspection per the permit requirements.
- As needed during construction or after major rainfall events (one or more inspections, based on the project's potential for discharge to our MS4).
- A final inspection must be completed per the plans and specifications before issuance of a certificate of completion at the end of the construction

Inspection Procedure

Daily BMP's site inspections are the responsibility of the developer, and will be reviewed and enforced by the Engineering Department, and are conducted using the attached construction site inspection form. The intent of the inspection is to verify that BMPs are performing as designed and to document the inspections. All completed inspection forms are kept by the City Engineer or designee.

Enforcement

Instances of non-compliance will be handled with successively more rigorous enforcement measures.

1. Notice of Violation
2. Stop work order
3. Fines

The construction site inspector will coordinate with the code enforcement department to issue notices of violation or stop work orders as deemed necessary.

CITY OF PALM BEACH GARDENS

ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

NPDES - SITE INSPECTION CHECKLIST

INSPECTION DATA

Project Name:_____ Permit #:_____

Type of Inspection **(CIRCLE ONE)**: WEEKLY/POST-RAIN/OTHER:_____

Date:_____ Time: _____

Inspected by: _____

Signature:_____

	ITEMS TO BE CHECKED:	N/A	OK	Problem identified | action taken
1.	Sediment traps, barriers and basins clean and functioning properly?	☐	☐	_____
2.	Sediment controls in place at site perimeter and storm drain inlets?	☐	☐	_____
3.	Discharge points free of any noticeable pollutant discharges?	☐	☐	_____
4.	Sediment, mud and debris being cleaned from public roads? Is there a stable, rocked entrance to the site? Are there adequate provisions to prevent mud tracking off site?	☐	☐	_____
5.	All exposed slopes protected from erosion through acceptable soil stabilization practices?	☐	☐	_____
6.	Temporary stockpiles or construction materials located in approved areas and protected from erosion?	☐	☐	_____
7.	Is this site seeded and mulched or blanketed? Include dates seeded and estimated percentage of cover established.	☐	☐	_____
8.	Are dust control measures appropriately implemented?	☐	☐	_____

ITEMS TO BE CHECKED:	N/A	OK	Problem identified | action taken
9. Material handling and storage, and equipment storage and maintenance areas clean and free of spills and leaks?	☐	☐	
10. On-site traffic routes, parking and storage restricted to designated areas?	☐	☐	
11. Are ALL erosion control devices in place and functioning in accordance with the site's erosion control plans?	☐	☐	
12. The onsite SWPPP has been updated to address any modifications to control measures?	☐	☐	
Pollution Prevention Plan:	☐		
13. The plan is on site		☐	
14. Required revisions attached to plan		☐	
15. Inspection reports attached to plan		☐	
Discharge Locations:	☐		
16. Outlet free of obstructions		☐	
17. Absence of sediment build-up		☐	
18. Erosion control installed properly		☐	
19. Turbidity level acceptable		☐	
20. Turbidity barrier functioning		☐	
Disturbed Areas (stabilization measures):			
Grading:	☐		
21. Graded areas free of debris (rocks, roots, trash, etc.)		☐	
22. Rough grading temporarily seeded/Final grading seeded or sodded		☐	
Hay Bales:	☐		
23. Installed per design & specifications		☐	
24. Free of accumulated sediments		☐	
25. Trenched in back filled and compacted		☐	
26. Replaced where rotten or saturated		☐	
27. Installed without gaps between bales		☐	
Silt Fences:	☐		
28. Installed per design & specifications (fabric, wire, stakes, spacing, etc)		☐	
29. Bottom trenched in a minimum of 4 inches		☐	
30. Free of splicing between sections		☐	
31. Secured adequately (cannot be pulled out with one hand)		☐	
32. Free of accumulated sediments		☐	
33. Fabric and stakes in good condition		☐	

ITEMS TO BE CHECKED:	N/A	OK	Problem identified | action taken
Swales:	☐		
34. Stabilized		☐	
35. Free of sediment or debris		☐	
36. Free of ponding		☐	
37. Constructed at design elevation		☐	
Materials Storage Areas:	☐		
38. Debris and stock piles maintained properly		☐	
39. Materials stored properly		☐	
40. No evidence of spills		☐	
41. Secondary containment of on-site fueling tanks		☐	
42. Spill response equipment and materials on site		☐	
Structural Control Devices:	☐		
43. Sediment traps used and installed properly		☐	
44. Stormwater basins constructed to proper elevation and side slopes		☐	
45. Flooding absent around or within inlet		☐	
46. Inlet free of erosion		☐	
47. Inlet free of debris and/or sediment		☐	
48. Inlet at design elevation		☐	
49. All hardware and equipment installed per design		☐	
50. Perimeter berm at design elevation		☐	
51. Perimeter berm compacted and stabilized		☐	
Vehicle Ingress/Egress Locations:	☐		
52. Built per design, specifications and stabilized		☐	
53. Maintenance is being performed (grading, adding more stone, etc.)		☐	
54. Use of wash rack and proper discharge of wash water		☐	
55. Affected street(s) swept to remove excess stones and sediments		☐	
Other:	☐		
56. Dewatering operation per plan and discharge free of turbidity		☐	
57. Sanitary facilities maintained properly		☐	
58. Original permitted plans implemented without major change(s)		☐	
59. Offsite area(s) free of impact(s) due to construction		☐	
60. Litter control		☐	